#### **SUMMARY PLAT FOR MINOR SUBDIVISION SUBMITTAL PROCESS (Administrative)**

#### STEP 1

- •Submit TWO (2) DRAFT copies of summary plat, along with an electonic version, to Planning Division
- Include Land Development Permit application and associated fee. Formal application and fee MUST be submitted before staff begins review process
- Be sure to indicate any Covenants or Restrictions (on application)
- Plat MUST include Certificate of Accuracy with the SC Minimum Class A survey certification

**Planning Division** 

## **Engineering Department**

- Plat is routed to Engineering and Planning for review
- Engineering provides staff report to Planning

STEP 2

### STEP 3

- If approved, Planning issues either a preliminary approval with conditions, or an approval
- Preliminary approvals require Applicant to resubmit a final plat addressing any conditions outlined in the preliminary letter for final approval
- Approvals: Refer to step 4

**Planning Division** 

# Engineering Department + Planning Division

- Once final approval is granted, Applicant submits
   (3) copies to the Planning Division. Engineering signs the (3) copies indicating the City has issued approval for recordation.
- Applicant MUST record plats at the Greenville County Register of Deeds
- •The (3) recorded plats with new parcel ID numbers assigned by the County MUST be returned back to the City's Planning Division

STEP 4

#### **REMEMBER**

- Summary plat applies to minor subdivisions that do not require infrastructure improvements
- Do not include setbacks on summary plat due to future potential changes
- Building permits will **NOT** be issued until recorded plats with established tax map numbers for the new parcels are returned to the City's Planning Division